

# PIA Analysis Worksheet and Summary Template

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The template for an information technology (IT) system Privacy Impact Assessment (PIA) Analysis Worksheet and Summary Template begins on the following page. The Template covers the four major categories of information required for inclusion into the PIA: system characterization, information sharing practices, Web site practices, and security controls.

## NASA IT Privacy Impact Assessment (PIA) Analysis Worksheet

The PIA determines what kind of information in identifiable form (IIF), if any, is contained within a system, what is done with that information, and how that information is protected. Systems with IIF are subject to an extensive list of requirements based on privacy laws, regulations, and guidance.

Identifying Numbers (Use N/A for items that are Not Applicable)

Application Name  
(generally the name that  
the system is accessed  
by. [www.nasa.gov](http://www.nasa.gov),  
when Web enabled, for  
example):

ODIN Desktop System

Application Owner:

Darryl A. Smith Ph.D.

(Person who is  
responsible for funding)

Phone Number: (202)358-2498 E-Mail: Bobby.German@nasa.gov

System Manager

Darryl A. Smith, Ph.D.

(Responsible for system  
technical operation)

Phone Number: (228)813-6388 E-Mail: Darryl.A.Smith@nasa.gov

NASA Cognizant

Darryl A. Smith, Ph.D.

Official:

(NASA individual  
responsible for  
management of daily  
operations)

Phone Number: (228)813-6388 E-Mail: Darryl.A.Smith@nasa.gov

Activity/Purpose of  
Application:

Outsourcing Desktop Initiative for NASA (ODIN) is a program to implement the outsourcing of NASA's desktop computing environment. ODIN is a long-term outsourcing arrangement with the commercial sector which transfers to it the responsibility and risk for providing and managing the vast majority of NASA's desktops. Management includes hardware and software acquisition, as well as maintenance for general purpose workstations for NASA civil servants and on-site contractors. The service includes all general purpose, desktop computing hardware and software (OS, applications and utilities) components and services (including design, build, operations, support, and maintenance services) and includes supported peripherals.

Mission Program/Project  
Supported:

NASA Office Automation Information Technology (OAIT)

IT Security Plan

Number:

OA-700-M-NSS-1002

System Location  
(Center or contractor  
office building, room,  
city, and state):

Center/Contractor: NASA Shared Services Center (NSSC)

Desktop

Street Address: Main Line Road

Building: 5100

City Stennis Space Center ST MS ZIP 39529

Privacy Act System of  
Records (SOR)

Number:

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OMB Information

Collection Approval

Number and Expiration

Date:

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Other Identifying

Number(s):

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**The first section "System Information Analysis" must be completed by all systems as part of the IT Security Certification & Accreditation Process.**

No.	Privacy Question Sets	User Response			Comments
		Yes	No	N/A	
<b>System Information Analysis</b>					
1	<p><b>Is this a new system or has/have any of the major changes listed in the Comments column occurred to the system since April 2003 or the conduct of the last PIA?</b></p> <p><b>If yes, please check "new system" or which change(s) have occurred.</b></p> <p><b>N/A is NOT an option.</b></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> This is a new system <input type="checkbox"/> Conversions <input type="checkbox"/> Anonymous to Non-Anonymous <input checked="" type="checkbox"/> Significant System Management Changes <input type="checkbox"/> Significant Merging <input type="checkbox"/> New Public Access <input type="checkbox"/> Commercial Sources <input type="checkbox"/> Internal Flow or Collection <input type="checkbox"/> New Interagency Use <input type="checkbox"/> Alteration in Character of Data
2	<p><b>Does/Will the system contain Federal records?</b></p> <p><b>RECOMMEND RESPONDENT READ EXPLANATION.</b></p> <p>If this is answered "N", but either Q4 or 13 are answered "Y," this question should be "Y."</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	<p><b>If the system contains/will contain Federal records, under which disposition authority item in the NASA Records Retention Schedules or the General Records Schedules are/will the records be retained and disposed of or archived?</b></p> <p>If 2 is "Y", completion of this item is mandatory. See Instructions for completing this item.</p>				Schedule Item: __Schedule 1 – 10 per NPR 1441.1D____
4	<p><b>Are the records in this system (or will they be) generated in the process of NASA program/project formulation, design, development, or operation as described in NPR 7120?</b></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	<p><b>Are the records Vital records for the organization?</b></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	<p><b>Are backup files (tapes or other media) being stored off-site?</b></p> <p>If yes, please indicate in the comment field where backups are located.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Backup storage location : See Page 18</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

No.	Privacy Question Sets	User Response			Comments
		Yes	No	N/A	
<b>System Information Analysis (continued)</b>					
7	<p><b>Does/will the system collect information in a standard way (forms, Web enabled form, survey, questionnaire, etc.) from members of the public and/or contractors, regardless of whether voluntary and regardless of format (paper or electronic)?</b></p> <p>If yes, please check types of info required under Comments.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><input type="checkbox"/> Personally identifiable information</p> <p>Other _____</p> <p>Other _____</p> <p>If answered no, Auto fill next question N/A.</p>
8	<p><b>Is the information collection indicated above authorized by an OMB Approval Number under the Paperwork Reduction Act (PRA)?</b></p> <p>If yes, please provide the OMB PRA Approval Number under Comments</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>PRA OMB Approval Number:</p> <p>_____</p> <p>This number should also be provided as an "identifying number" on the first completed page of this PIA.</p>
9	<p><b>Does/Will the system contain (store) information in identifiable form (IIF) from or on individuals within any database(s), record(s), file(s) or Web site(s) hosted by this system?</b></p> <p>Note: If yes, check all that apply in the Comments column. If the category of personal information is not listed, please check "Other" and identify the category.</p> <p>[Autofill all relevant questions with N/A.]</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Personal Information:</b></p> <p><input type="checkbox"/> Name</p> <p><input type="checkbox"/> Date of birth</p> <p><input type="checkbox"/> Social Security Number (or other number originated by a government that specifically identifies an individual)</p> <p><input type="checkbox"/> Photographic identifiers (e.g., photograph image, x-rays, and video)</p> <p><input type="checkbox"/> Driver's license</p> <p><input type="checkbox"/> Biometric identifiers (e.g., fingerprint and voiceprint)</p> <p><input type="checkbox"/> Mother's maiden name</p> <p><input type="checkbox"/> Vehicle identifiers (e.g., license plates)</p> <p><input type="checkbox"/> Mailing address</p> <p><input type="checkbox"/> Phone numbers (e.g., phone, fax, and cell)</p> <p><input type="checkbox"/> Medical records numbers</p> <p><input type="checkbox"/> Medical notes</p> <p><input type="checkbox"/> Financial account information and/or numbers (e.g., checking account number and Personal Identification Numbers [PIN])</p> <p><input type="checkbox"/> Certificates (e.g., birth, death, and marriage)</p> <p><input type="checkbox"/> Legal documents or notes (e.g., divorce decree, criminal records, or other)</p> <p><input type="checkbox"/> Device identifiers (e.g., pacemaker, hearing aid, or other)</p> <p><input type="checkbox"/> Web Uniform Resource Locators (URL)</p> <p><input type="checkbox"/> E-mail address</p> <p><input type="checkbox"/> Education records</p> <p><input type="checkbox"/> Military status and/or records</p> <p><input type="checkbox"/> Employment status and/or records</p> <p><input type="checkbox"/> Foreign activities and/or interests</p> <p><input checked="" type="checkbox"/> Other: Any or all of the above</p>
10	<p><b>Indicate all the categories of individuals about whom IIF is or will be collected.</b></p> <p>Check all that apply.</p>			<input type="checkbox"/>	<p><input checked="" type="checkbox"/> Employees</p> <p><input checked="" type="checkbox"/> Members of the public (excluding contractors &amp; partners)</p> <p><input checked="" type="checkbox"/> Patients</p> <p><input checked="" type="checkbox"/> Business partners/contacts (federal, state, local agencies, peer reviewers)</p> <p><input checked="" type="checkbox"/> Vendors/Suppliers/Contractors</p> <p><input type="checkbox"/> Other</p>

No.	Privacy Question Sets	User Response			Comments
		Yes	No	N/A	
<b>System Information Analysis (continued)</b>					
11	<p><b>Are records on the system (or will records on the system be) retrieved by one or more data elements?</b></p> <p>Note: If yes, specify in the Comments column data elements will be used in retrieving the records (i.e., using a record number, name, social security number, or other data element or record locator methodology). If the category of personal information is not listed, please check "Other" and identify the category.</p> <p><b>If "yes" AND question 12 is answered "yes," autofill question 13 "yes."</b></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Personal Information:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Name</li> <li><input type="checkbox"/> Social Security Number (or other number originated by a government that specifically identifies an individual)</li> <li><input type="checkbox"/> Photographic identifiers (e.g., photograph image, x-rays, and video)</li> <li><input type="checkbox"/> Driver's license</li> <li><input type="checkbox"/> Biometric identifiers (e.g., fingerprint and voiceprint)</li> <li><input type="checkbox"/> Mother's maiden name</li> <li><input type="checkbox"/> Vehicle identifiers (e.g., license plates)</li> <li><input type="checkbox"/> Mailing address</li> <li><input type="checkbox"/> Phone numbers (e.g., phone, fax, and cell)</li> <li><input type="checkbox"/> Medical records numbers</li> <li><input type="checkbox"/> Medical notes</li> <li><input type="checkbox"/> Financial account information and/or numbers (e.g., checking account number and Personal Identification Numbers [PIN])</li> <li><input type="checkbox"/> Certificates (e.g., birth, death, and marriage)</li> <li><input type="checkbox"/> Legal documents or notes (e.g., divorce decree, criminal records, or other)</li> <li><input type="checkbox"/> Device identifiers (e.g., pacemaker, hearing aid, or other)</li> <li><input type="checkbox"/> Web Uniform Resource Locators (URL)</li> <li><input type="checkbox"/> E-mail address</li> <li><input type="checkbox"/> Education records</li> <li><input type="checkbox"/> Military status and/or records</li> <li><input type="checkbox"/> Employment status and/or records</li> <li><input type="checkbox"/> Foreign activities and/or interests</li> <li><input checked="" type="checkbox"/> Other: <u>Any of the Above</u></li> </ul>
12	<b>Are/Will records on 10 or more individuals containing IIF [be] maintained, stored or transmitted/passed through this system?</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13	<p><b>Is the system (or will it be) subject to the Privacy Act?</b></p> <p>Note: If the answer to questions 9, 11, and 12 were yes, the system will likely be subject to the <i>Privacy Act</i>. System owners should contact their Center PAM for assistance with this question if they are uncertain of the applicability of the <i>Privacy Act</i>.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>If the answer to questions 11, 13, and 14 were yes, the system will likely be subject to the <i>Privacy Act</i>. System owners should contact their Center PAM for assistance with this question if they are uncertain of the applicability of the <i>Privacy Act</i>.</p> <p>Given that this system consist of all ODIN servers, this system is not subject to the privacy act.</p>
14	<p><b>Has a Privacy Act System of Record (SOR) Notice been published in the Federal Register for this system?</b></p> <p>Note: If no, explain why not in the Comments column.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li><input type="checkbox"/> No IIF is contained in the system.</li> <li><input checked="" type="checkbox"/> IIF is in the system, but records are not retrieved by IIF.</li> <li><input type="checkbox"/> Should have published an SOR, but was unaware of the requirement.</li> <li><input type="checkbox"/> System is required to have an SOR but is not yet procured or operational.</li> <li><input type="checkbox"/> Other: _____</li> </ul>
15	<b>If a SOR Notice has been published, have major changes to the system occurred since publication of the SOR?</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

No.	Privacy Question Sets	User Response			Comments		
		Yes	No	N/A			
<b>### Respondent may stop here under either of the following circumstances:</b> <ul style="list-style-type: none"> <li>• Question 9 is answered “No” or</li> <li>• Question 9 is answered “Yes” AND either Question 1 is answered “No” or Question 10 does not indicate information is collected on “Members of the Public.”</li> </ul> <p>If either of the above circumstances exists, see PIA Completion Instructions for required signature and copy routing directions. ###</p>							
<b>Information Sharing Practices</b>							
16	Is the IIF in the system voluntarily submitted (or will it be)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
17	<b>Does/Will the system <i>collect</i> IIF directly from individuals?</b>  Note: If yes, identify in the Comments column the IIF the system collects or will collect directly from individuals. If the category of personal information is not listed, please check “Other” and identify the category.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
18	<b>Does/Will the system <i>collect</i> IIF from <i>other sources</i> (i.e., databases, Web sites, etc.) besides directly from the individual?</b>  Note: If yes, specify the resource(s) and IIF in the Comments column.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
19	<b>Does/Will the system <i>populate</i> data for <i>other resources</i> (i.e., do databases, Web sites, or other resources rely on this system’s data)?</b>  Note: If yes, specify resource(s) and purpose for each instance in the Comments column.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Resource: _____ <input type="checkbox"/> Resource: _____ <input type="checkbox"/> Resource: _____ <input type="checkbox"/> Resource: _____ <input type="checkbox"/> Resource: _____		

No.	Privacy Question Sets	User Response			Comments
		Yes	No	N/A	
20	<p><b>Does/Will the system <i>share</i> or <i>disclose</i> IIF with agencies external to NASA, or other people or organizations outside NASA?</b></p> <p>Note: If yes, specify with whom and for what purposes, and identify which data elements in the Comments column. If the category of personal information is not listed, please check "Other" and identify the category.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>With whom and for what purposes:</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p>
21	<p><b>If the IIF in the system is or will be matched against IIF in one or more other computer systems internal or external to NASA, are (or will there be) computer data matching agreement(s) in place?</b></p> <p>If yes, indicate in the Comments column internal or external and the system(s) with data which are matched.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Location of other systems involved in matching:</p> <p><input type="checkbox"/> Internal NASA</p> <p><input type="checkbox"/> External to NASA</p> <p>Other systems involved:</p> <p>_____</p> <p>_____</p> <p>If answered "No," auto fill 22 with N/A.</p>
22	<p><b>If data matching activities will occur, will the IIF be de-identified, aggregated, or otherwise made anonymous?</b></p> <p>Note: If yes, please describe this use in the Comments column.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p><input type="checkbox"/> De-identified</p> <p><input type="checkbox"/> Aggregated</p> <p><input type="checkbox"/> Other</p>
23	<p><b>Is there a process, either planned or in place, to notify organizations or systems that are dependent upon the IIF contained in this system when changes occur (i.e., revisions to IIF, when the system encounters a major change, or is replaced)?</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
24	<p><b>Is there a process, either planned or in place, to notify and obtain consent from the individuals whose IIF is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of the original collection)?</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
25	<p><b>Is there/Will there be a process in place for individuals to choose how their IIF data is used?</b></p> <p>Note: If yes, please describe the process for allowing individuals choice in the Comments column.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Process: _____</p> <p>_____</p> <p>_____</p> <p>_____</p>
26	<p><b>Is there/Will there be a complaint process in place for individuals who believe their IIF has been inappropriately obtained, used, or disclosed, or that the IIF is inaccurate?</b></p> <p>Note: If yes, please describe briefly the notification process in the Comments column.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Process: _____</p> <p>_____</p> <p>_____</p> <p>_____</p>



No.	Privacy Question Sets	User Response			Comments
		Yes	No	N/A	
27	<p><b>Are there or will there be processes in place for periodic reviews of IIF contained in the system to ensure the data's integrity, availability, accuracy, and relevancy?</b></p> <p>Note: If yes, please describe briefly the review process in the Comments column.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Process: _____</p> <p>_____</p> <p>_____</p> <p>_____</p>
28	<p><b>Are there/Will there be rules of conduct in place for access to IIF on the system?</b></p> <p>Note: If yes, identify in the Comments column all users with access to IIF on the system and for what purposes they use the IIF.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><input type="checkbox"/> Users</p> <p><input checked="" type="checkbox"/> Administrators</p> <p><input type="checkbox"/> Developers</p> <p><input type="checkbox"/> Contractors</p> <p>For what purposes:</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p>
29	<p><b>Is there a process in place to log routine and non-routine disclosures and/or unauthorized access?</b></p> <p>If yes, check in the Comments column which kind of disclosures are logged.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Disclosures logged:</p> <p><input type="checkbox"/> Routine</p> <p><input type="checkbox"/> Non-routine</p> <p><input type="checkbox"/> Public Internet _____</p>
<b>Web site Host – Question Sets</b>					
30	<p><b>Does/Will the system host a Web site?</b></p> <p>Note: If yes, identify what type of site the system hosts in the Comments column.</p> <p>If no, check "No" for all remaining questions in the "Web Site Host Question Sets" section and answer questions starting with the "Administrative Controls" section beginning with question 44.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Type of site:</p> <p><input type="checkbox"/> Public Internet _____</p> <p><input type="checkbox"/> Internal NASA _____</p> <p><input type="checkbox"/> Both _____</p>
31	<p><b>Is the Web site (or will it be) accessible by the public or other entities (i.e., federal, state, and local agencies, contractors, third-party administrators, etc.)?</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
32	<p><b>Is the Agency Web site privacy policy statement posted (or will it be posted) on the Web site?</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

No.	Privacy Question Sets	User Response			Comments
		Yes	No	N/A	
33	<b>Is the Web site's privacy policy in machine-readable format, such as Platform for Privacy Preferences (P3P)?</b>  Note: If no, please describe in the Comments column your timeline to implement P3P requirements for this system.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Implementation Plan: _____ _____ _____
34	<b>Does the Web site employ (or will it employ) persistent tracking technologies?</b>  Note: If yes, identify types of cookies in the Comments column. If persistent tracking technologies are in place, please indicate the official who authorized the use of the persistent tracking technology.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Session Cookies <input type="checkbox"/> Persistent Cookies <input type="checkbox"/> Web bugs <input type="checkbox"/> Web beacons <input type="checkbox"/> Other (Describe): _____  Authorizing Official: _____  Authorizing Date: _____
35	<b>Does/Will the Web site collect or maintain personal information from or about children under the age of 13?</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If marked "No," autofill "N/A" in next question.
36	<b>If the Web site does/will collect or maintain personal information from or about children under the age of 13, please indicate what information and how the information is collected.</b>			<input checked="" type="checkbox"/>	<input type="checkbox"/> Actively directly from the child <input type="checkbox"/> Passively through cookies <input type="checkbox"/> Both of the above What Information collected: _____ _____ _____
37	<b>If the Web site does/will collect or maintain personal information from or about children under the age of 13, is the information shared with any non-NASA organizations, grantees, universities, etc.</b>  Note: If yes, also identify the non-NASA organizations in the comments field	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Information is shared with: _____ _____ _____  If "no," autofill "N/A" in items 38 & 39.
38	<b>If the Web site does/will collect or maintain personal information from or about children under the age of 13, specify in the comments field what method is used for obtaining parental consent.</b>			<input checked="" type="checkbox"/>	Method used for obtaining parental consent (please check all that apply) <input type="checkbox"/> No consent is obtained <input type="checkbox"/> Simple email <input type="checkbox"/> email accompanied by digital signature <input type="checkbox"/> signed form from the parent via postal mail or facsimile <input type="checkbox"/> accepting and verifying a credit card number in connection with a transaction <input type="checkbox"/> taking calls from parents, through a toll-free telephone number staffed by trained personnel

No.	Privacy Question Sets	User Response			Comments
		Yes	No	N/A	
39	<p><b>Does/Will the Web site <i>collect</i> IIF electronically from any individuals?</b></p> <p>Note: If yes, identify what IIF the system collects in the Comments column. If the category of personal information is not listed, please check "Other" and identify the category.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>Personal Information:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Name</li> <li><input type="checkbox"/> Date of birth</li> <li><input type="checkbox"/> Social Security Number (or other number originated by a government that specifically identifies an individual)</li> <li><input type="checkbox"/> Photographic identifiers (e.g., photograph image, x-rays, and video)</li> <li><input type="checkbox"/> Driver's license</li> <li><input type="checkbox"/> Biometric identifiers (e.g., fingerprint and voiceprint)</li> <li><input type="checkbox"/> Mother's maiden name</li> <li><input type="checkbox"/> Vehicle identifiers (e.g., license plates)</li> <li><input type="checkbox"/> Mailing address</li> <li><input type="checkbox"/> Phone numbers (e.g., phone, fax, and cell)</li> <li><input type="checkbox"/> Medical records numbers</li> <li><input type="checkbox"/> Medical notes</li> <li><input type="checkbox"/> Financial account information and/or numbers (e.g., checking account number and Personal Identification Numbers [PIN])</li> <li><input type="checkbox"/> Certificates (e.g., birth, death, and marriage)</li> <li><input type="checkbox"/> Legal documents or notes (e.g., divorce decree, criminal records, or other)</li> <li><input type="checkbox"/> Device identifiers (e.g., pacemaker, hearing aid, or other)</li> <li><input type="checkbox"/> Web Uniform Resource Locators (URL)</li> <li><input type="checkbox"/> E-mail address</li> <li><input type="checkbox"/> Education records</li> <li><input type="checkbox"/> Military status and/or records</li> <li><input type="checkbox"/> Employment status and/or records</li> <li><input type="checkbox"/> Foreign activities and/or interests</li> <li><input type="checkbox"/> Other: _____</li> </ul>

No.	Privacy Question Sets	User Response			Comments
		Yes	No	N/A	
40	<p><b>Does/Will the Web site provide a PDF form to be completed with IIF from any individuals and then mailed or otherwise provided to NASA?</b></p> <p>Note: If yes, identify what IIF the PDF form collects in the Comments column. If the category of personal information is not listed, please check "Other" and identify the category.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>Personal Information:</b></p> <p><input type="checkbox"/> Name</p> <p><input type="checkbox"/> Date of birth</p> <p><input type="checkbox"/> Social Security Number (or other number originated by a government that specifically identifies an individual)</p> <p><input type="checkbox"/> Photographic identifiers (e.g., photograph image, x-rays, and video)</p> <p><input type="checkbox"/> Driver's license</p> <p><input type="checkbox"/> Biometric identifiers (e.g., fingerprint and voiceprint)</p> <p><input type="checkbox"/> Mother's maiden name</p> <p><input type="checkbox"/> Vehicle identifiers (e.g., license plates)</p> <p><input type="checkbox"/> Mailing address</p> <p><input type="checkbox"/> Phone numbers (e.g., phone, fax, and cell)</p> <p><input type="checkbox"/> Medical records numbers</p> <p><input type="checkbox"/> Medical notes</p> <p><input type="checkbox"/> Financial account information and/or numbers (e.g., checking account number and Personal Identification Numbers [PIN])</p> <p><input type="checkbox"/> Certificates (e.g., birth, death, and marriage)</p> <p><input type="checkbox"/> Legal documents or notes (e.g., divorce decree, criminal records, or other)</p> <p><input type="checkbox"/> Device identifiers (e.g., pacemaker, hearing aid, or other)</p> <p><input type="checkbox"/> Web Uniform Resource Locators (URL)</p> <p><input type="checkbox"/> E-mail address</p> <p><input type="checkbox"/> Education records</p> <p><input type="checkbox"/> Military status and/or records</p> <p><input type="checkbox"/> Employment status and/or records</p> <p><input type="checkbox"/> Foreign activities and/or interests</p> <p><input type="checkbox"/> Other: _____</p>
41	<p><b>Does/Will the Web site <i>share</i> IIF with organizations external to NASA, or other people or organizations outside NASA?</b></p> <p>Note: If yes, specify with whom and for what purposes.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>With whom and for what purposes:</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p>
42	<p><b>Are rules of conduct in place (or will they be in place) for access to IIF on the Web site?</b></p> <p>Note: If yes, identify in the Comments column all categories of users with access to IIF on the system, and for what purposes the IIF is used.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p><input type="checkbox"/> Users</p> <p><input type="checkbox"/> Administrators</p> <p><input type="checkbox"/> Developers</p> <p><input type="checkbox"/> Contractors</p> <p>For what purposes:</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p>

No.	Privacy Question Sets	User Response			Comments
		Yes	No	N/A	
43	<b>Does (or will) the Web site contain links to sites external to the Center that owns and/or operates the system?</b>  Note: If yes, note in the Comments column whether the system provides a disclaimer notice for users that follow external links to Web sites not owned or operated by the Center.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Disclaimer notice for all external links
<b>Administrative Controls</b>					
44	<b>Have there been major changes to the system since it was last certified and accredited?</b>  Note: If the system is under development and not yet certified and accredited at the time of this PIA, please describe in the Comments column the plan and timeline for conducting a certification and accreditation (C&A) for this system.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	This system had not been C&A prior to the PIA.
45	<b>Have personnel (system owners, managers, operators, contractors and/or program managers) using the system been (or will they be) trained and made aware of their responsibilities for protecting the IIF being collected and maintained?</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
46	<b>Who has /will have access to the IIF on the system?</b>  Note: Check all that apply in the Comments column.				<input checked="" type="checkbox"/> Users <input checked="" type="checkbox"/> Administrators <input type="checkbox"/> Developers <input type="checkbox"/> Contractors <input type="checkbox"/> Other
47	<b>If contractors operate or use the system, do the contracts include clauses ensuring adherence to privacy provisions and practices?</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
48	<b>Are methods in place to ensure that access to IIF is restricted to only those required to perform their official duties?</b>  Note: If yes, please specify method(s) in the Comments column.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Instituting Administrative controls expressed controls in NIST 800-53 (PL4 – Rules and Behavior, AC 5 Separation of duties, and AC 6 Least Privilege)
49	<b>Are there policies or guidelines in place for the retention and destruction of IIF within the application/system?</b>  Note: If yes, please provide some detail about these policies/practices in the Comments column.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NASA Records and Retention Schedule (NPR 1441.1D)
<b>Technical Controls</b>					
50	<b>Are technical controls in place to minimize the possibility of unauthorized access, use, or dissemination of the data in the system (or will there be)?</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

No.	Privacy Question Sets	User Response			Comments
		Yes	No	N/A	
51	<b>Are any of the password controls listed in the Comments column in place (or will they be)?</b>  Note: Check all that apply in the Comments column.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Passwords expire after a set period of time. <input checked="" type="checkbox"/> Accounts are locked after a set period of inactivity. <input checked="" type="checkbox"/> Minimum length of passwords is eight characters. <input checked="" type="checkbox"/> Passwords must be a combination of uppercase, lowercase, and special characters. <input checked="" type="checkbox"/> Accounts are locked after a set number of incorrect attempts.
52	<b>Is there (or will there be) a process in place to monitor and respond to privacy and/or security incidents?</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Physical Controls</b>					
53	<b>Are physical access controls in place (or will they be)</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- END -					

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**PIA Analysis Worksheet  
Contact Information**

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**Signature of NASA Cognizant Official**

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**Date**

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*Darryl A. Smith, Ph.D.***Print Name**

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*ODIN Program Manager (Acting)***Title/Position**

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*NSSC***Center and Office/Department**

---

*Main Line Road***Street Address**

---

*Bldg 5100***Street Address**

---

*Stennis Space Center, MS***City, State and Zip Code**

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*(228) 813-6388***Phone Number**

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*(228) 813-6004***Fax Number**

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\*\*\*Please go to the next page and complete the PIA Summary. This Summary will be made publicly available at [www.nasa.gov/privacy](http://www.nasa.gov/privacy).\*\*\*

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**Privacy Impact Assessment (PIA) Summary**

Date of this Submission (08/17/2007):

NASA Center: NASA Shared Services Center (NSSC)

Application Name: ODIN Desktop System

Is this application or information collection new or is an existing one being modified? Yes

Does this application collect, maintain, and/or disseminate information in identifiable form (IIF)? No

Mission Program/Project Supported: Office Automation Information Technology (OAIT)

**Identifying Numbers (Use N/A, where appropriate)**

Privacy Act System of Records Number:

OMB Information Collection Approval Number and Expiration Date:

Other Identifying Number(s):

**Description**

1. Provide an overview of the application or collection and indicate the legislation authorizing this activity.

Not Applicable

2. Describe the information the agency will collect, maintain, or disseminate and how the agency will use the information. In this description, indicate whether the information contains IIF and whether submission is voluntary or mandatory.

Not Applicable

3. Explain how the IIF collected, maintained, and/or disseminated is the minimum necessary to accomplish the purpose for this effort.

Not Applicable

4. Explain why the IIF is being collected, maintained, or disseminated.

Not Applicable

5. Identify with whom the agency will share the IIF.

Not Applicable

6. Describe how the IIF will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a Web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared.

Not Applicable

7. State whether personal information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: *Children's Online Privacy Protection Act of 1998*)

Not Applicable.

8. Describe how the IIF will be secured.

Data will be secured utilize FIPS 140-2 Encryption methods.

9. Describe plans for retention and destruction of IIF.

Each NASA user is required to follow NPR 1441.1D which sets forth the retention periods of Federal records of the Agency and the General Records Schedules (GRS) produced by the National Archives and Records Administration (NARA).

10. Identify whether a system of records is being created under section 552a of Title 5, United States Code (the *Privacy Act*), or identify the existing Privacy Act system of records notice under which the records will be maintained.

Not Applicable



Identify a point of contact to whom a member of the public can address questions concerning this information system and the privacy concerns associated with it: Patti Stockman (202) 358-4787.

\_\_\_\_\_  
Darryl A. Smith, Ph.D.  
ODIN Program Manager (Acting)

Date August 17, 2007

Concur:

Concur:

\_\_\_\_\_  
Julia Cantillo  
NSSC Privacy Act Manager

\_\_\_\_\_  
Terry Jackson  
NSSC Chief Information Officer

Date \_\_\_\_\_

Date: \_\_\_\_\_

Concur:

Approved for Publication:

\_\_\_\_\_  
Patti F. Stockman  
NASA Privacy Act Officer

\_\_\_\_\_  
Jonathan Q. Pettus  
Chief Information Officer

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Backup Storage Locations for ODIN Desktop Systems (as of 8/17/2007):

- **Ames Research Center**  
De France Blvd. M/S N233/17  
Moffett Field, Ca. 94035
- **Dryden Flight Research Center**  
Building 4838 second floor Rm. 201  
Edwards, CA 93523
- **Glenn Research Center (GRC)**  
NASA GRC Plumbrook Station  
6100 Columbus Ave.  
Sandusky, OH 44870
- **Goddard Space Flight Center (GSFC)**  
Lockheed Martin  
7375 Executive Place  
Seabrook, MD 20706
- **GSFC / Wallops Flight Facility**  
Building E105 and F2  
Wallops Island, VA 23336
- **NASA Headquarters (HQ)**  
NASA HQ Computing Center (NHCC)  
300 E Street SW  
Washington, DC 20546  
*(Backup services are provided by HITS Contractor not ODIN)*
- **Johnson Space Center (JSC)**  
Customer Service  
Vital Records Storage, Inc.  
5075 South Loop East  
Houston, TX 77033
- **JSC / White Sands Testing Facility**  
Iron Mountain Secure Shredding  
1120 Kastrin St  
El Paso, TX 79907-1707
- **Kennedy Space Center**  
M6-399 (HQ) Room 2138C  
Kennedy Space Center, FL 32899
- **Langley Research Center**  
Iron Mountain  
11052 Lake Ridge Parkway  
Ashland, VA 23005
- **Marshall Space Flight Center**  
Rideout Road Bldg 4207  
Huntsville, AL 35812
- **Stennis Space Center**  
Safety Deposit Box at  
Bankplus  
951 Memorial Boulevard  
Picayune, MS 39466